



<b>Classification:</b> Associate Energy Specialist (TED)	<b>Position No.</b> 3300-4056-005
<b>CBID:</b> R10	<b>Office:</b> Energy Systems Research Office
<b>Date Prepared:</b> March 2019	<b>Division:</b> Energy Research & Development Division
<b>KEY: (E) IS ESSENTIAL, (M) IS MARGINAL</b>	

**CONFLICT OF INTEREST STATEMENT**

This position is designated under the Conflict of Interest Code: YES ☒ NO ☐

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

Under the direction and supervision of the Electric Generation Systems Specialist III, the incumbent serves as part of interdisciplinary and/or interdivisional teams to plan and implement the programs of the Energy Research and Development Division (ERDD). The goal of the ERDD program is to conduct research, development and demonstration (RD&D) to advance science and technologies not adequately provided by the regulated and competitive markets. The incumbent is knowledgeable about smart grid technologies, integration of distributed energy resources and their impact on the transmission and distribution systems, and advanced distributed energy resources such as energy storage and renewable technologies. The incumbent performs responsible, varied and complex technical and analytical work to support public interest energy RD&D funding; manages RD&D projects; and consults with experts in the field. Duties are performed at the full journey level.

**DUTIES AND RESPONSIBILITIES:**

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%.
40%	<u>Contract Management.</u> The incumbent oversees funding agreements, work statements, individual work authorizations, budget, schedules for individual projects, measurable technical and economic objectives to determine project success and ensuring projects are in compliance with scope of work; prepares other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews contractor's monthly progress reports and prepares an evaluation of the project; audits, processes and verifies invoices (and, if necessary, assist the contract officer in disputing a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and Energy Commission management on the status of the project. (E)
20%	<u>Program Planning.</u> As a member of a team, the incumbent will perform analyses relating to energy RD&D to be used in developing program and policy recommendations for consideration by office and division management, Executive Office, and Commissioners. The incumbent will prepare technical reports. The incumbent will brief office, division, and Energy Commission management on the status of analysis of a variety of energy technology development topics. (E)

**DUTY STATEMENT**

CEC-004 (Revised 01/2019)



15%	<u>Solicitations.</u> Lead and assist in Energy Technology Integration Systems' contract solicitations, including developing solicitation business processes, preparing solicitation documents; preparing task activities and schedules; and reviewing and evaluating proposals. Activities will also include developing methodologies to focus solicitations on renewable related activities, developing and writing solicitation documents, assisting in conducting bidders' conferences, developing written summaries of evaluations prepared by consultants and state leads, and presenting proposed awards to management and Commissioners for approval. (E)
10%	<u>Technology Transfer.</u> Organize, prepare and make presentations at workshops, seminars and conferences; write technical papers for professional journals and industry publications; provide expert testimony on technical problems relating to the Smart Grid program area at hearings and proceedings sponsored by the legislature, the Energy Commission, other local and regional governments, state and federal agencies, utilities, and other entities related to Smart Grid RD&D. (E)
10%	<u>Public Information.</u> The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general and the ERDD Program in particular. (M)
5%	<u>Other Duties.</u> As required consistent with the specifications of the classification. (M)

**WORKING CONDITIONS:** The work is performed primarily in an indoor office and meeting room setting involving sitting, standing, and walking as well as sitting for long periods of time. Travel is required to conduct project site visits, attend workshops, hearings and meetings. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described above, the incumbent will be required to work alone and/or in a team environment; utilize a personal computer and appropriate Energy Commission software such as Microsoft suite of software, electronic mail, Internet and analytical models. The incumbent will be required to plan, organize, assist and/or participate in meetings with other Energy Commission staff, staff from other federal and state agencies, consultants, contractors, and other parties active in energy-related research and development.

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div></div> <div>Employee</div> <div>Associate Energy Specialist (TED)</div>	<div></div> <div>David Erne</div> <div>Electric Generation Systems Specialist III</div>
<div></div> <div>Date</div>	<div></div> <div>Date</div>